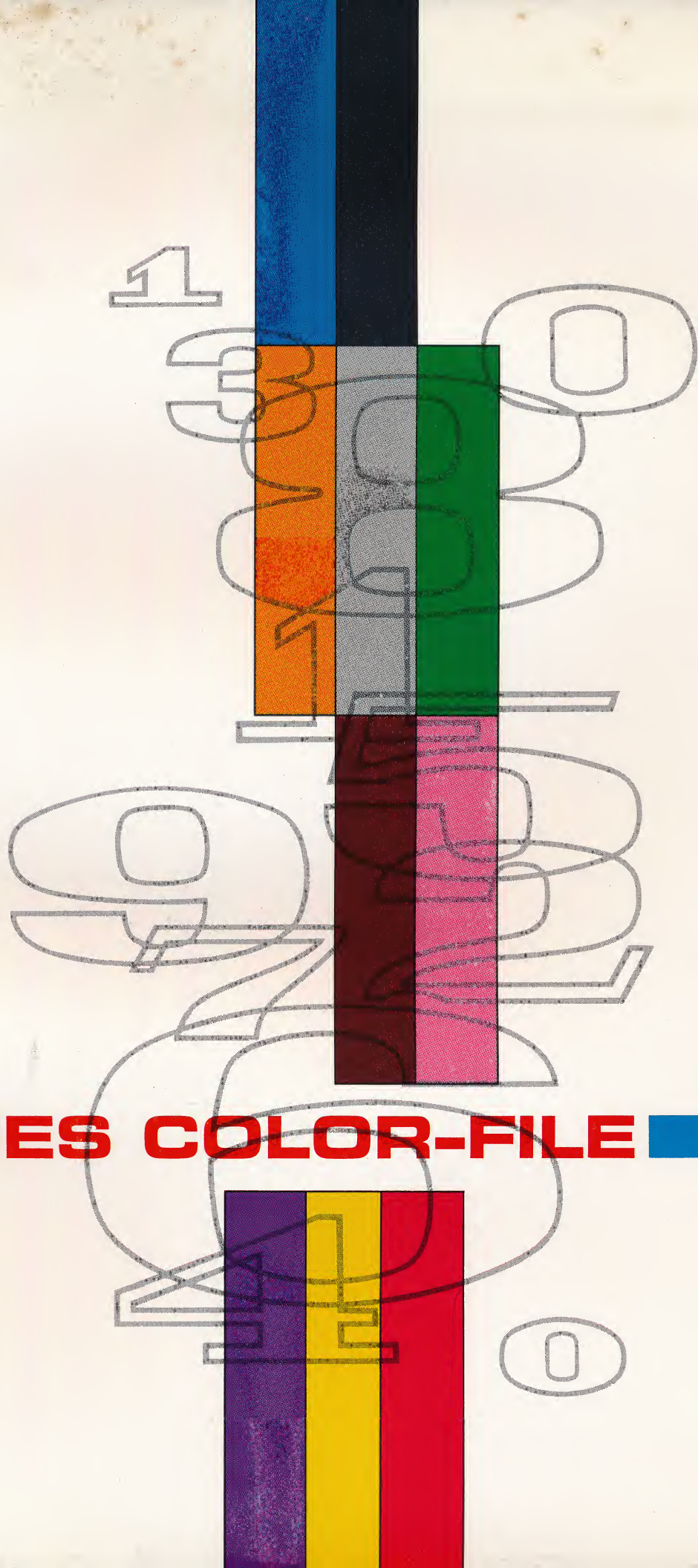




MES COLOR-FILE



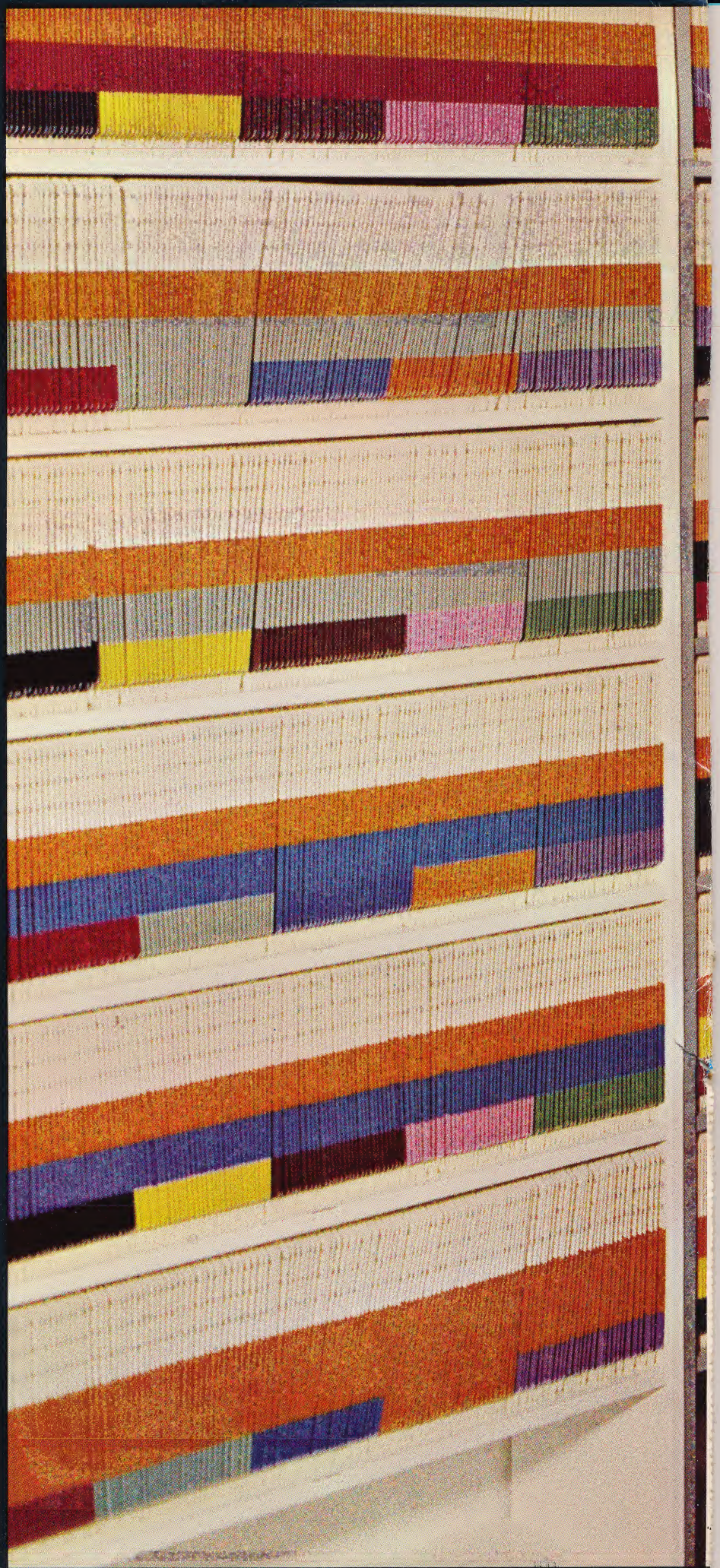


AMES COLOR-FILE SYSTEMS

Ames Color-File Corporation is the originator of the most effective method of open-shelf filing ever developed. This unique system employs bright, instantly recognizable colors as the key to orderly and more efficient filing. By using color as the visual locator of a filing sequence, Color-File cuts sorting time, allows for faster finding of individual files and virtually eliminates the possibility of misfiles.

Many of the country's most prominent hospitals, insurance companies, financial institutions and business firms utilizing open-shelf filing have adopted the Ames Color-File System and are experiencing a dramatic improvement in efficiency with the resultant savings in man hours.

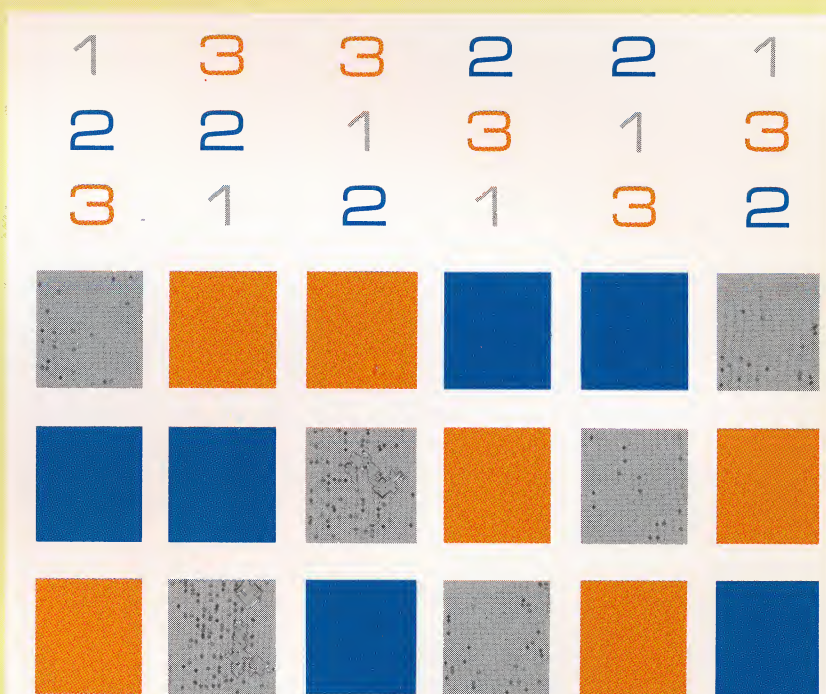
Our brochure is designed to acquaint you with the various Ames Color-File Systems and to graphically illustrate how one of these systems may be the ideal solution to your filing problems.



What Is Color Filing?

Color filing is, quite simply, the utilization of ten distinct colors to represent the ten digits (0-9) in any combination. For example: let us say that grey represents the numeral one; blue represents two; and orange represents three. As illustrated at right, these colors may be combined in a file in the same manner that numbers can be combined — but notice how much more quickly the eye “reads” color.

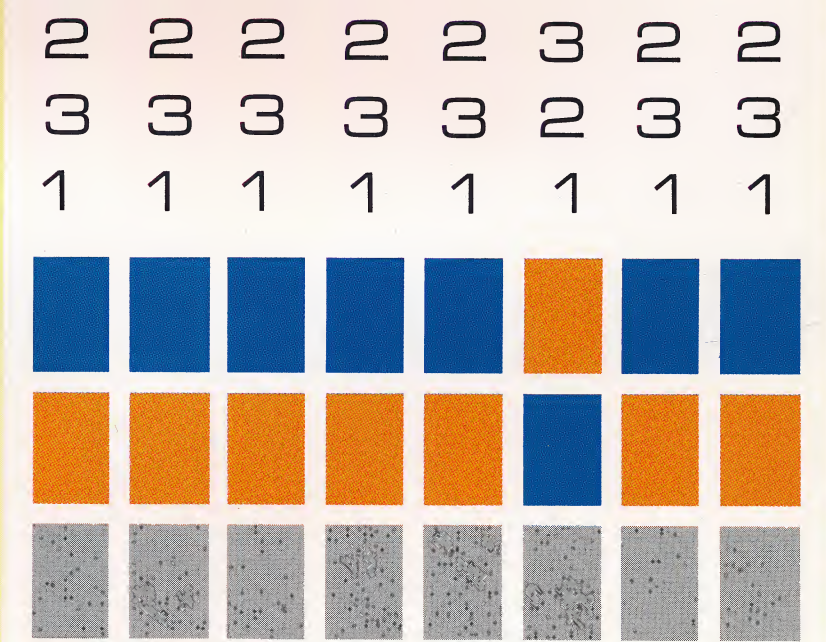
By using colors to represent the ten digits, the Ames System can reproduce in color any conceivable number, regardless of the number of digits it contains.



Why Use Color To Represent Numbers?

Color facilitates instant scanning without referring to numbers. Misfiles are immediately apparent because of the pattern of colors. Notice in the illustration at right how much easier it is to locate the misfile when color is used in place of numerals.

Apart from the obvious benefits of time-saving and increased efficiency, the Ames Color-File System has an excellent effect on the morale of file room employees. Exasperating hours spent searching for misfiles are converted into productive work time — and, the very presence of bright color in the usually drab file room has been found to bring about an improvement in an employee's attitude and work habits.





Folders are printed in distinct and brilliant colors on both sides — visible from any angle.

A GENERAL DISCUSSION OF COLOR-CODING . . .

and how it applies to
numbering and
filing systems.

Numbering systems and filing systems are distinct from one another and should not be confused. The system used in numbering folders has nothing whatsoever to do with the way they are filed. Folders that are numbered in accordance with a strict unit numbering system can be filed in any order — straight numerical, middle digit, terminal digit, modified terminal digit, or any other way. ■

NUMBERING SYSTEMS:

There are three principal methods of numbering as applied to most filing systems: ■

1. **SERIAL NUMBERING** — In Serial Numbering the file subject (patient, claim, loan account, etc.) is given a new number; therefore, a new folder each time a new contact is initiated. The previous contacts with the subject are kept in their separate folders scattered throughout the file area. ■
 2. **SERIAL UNIT NUMBERING** — In Serial Unit Numbering, as in Serial Numbering — a new num-
-

ber, hence a new folder is initiated upon each new contact with the subject. The material collected previously is brought forward and filed under the latest number. The previous folders are left on the shelf but remain empty except for a reference to the most recent number. ■

3. **STRICT UNIT NUMBERING** — When, in Strict Unit Numbering, a file subject is initiated, a number is assigned and remains with the file subject. All subsequent material is stored in this one file folder; therefore, this system uses fewer folders than either Serial or Serial Unit Numbering. It also uses far less shelf space. ■

Although adaptable to all three methods, the Ames Color-File System is especially ideal for Strict Unit Numbering systems. In many cases the savings in shelf space and excess folders more than pays for the cost of converting to a color-coded strict unit system. ■

FILING SYSTEMS:

The two most common methods of filing numbered folders: ■

1. **STRAIGHT NUMERICAL** — Folders are filed in consecutive order 1, 2, 3, 4, etc. This is the simplest and most common form of filing.

One advantage of this system is due to the fact that most of the

activity in a file occurs in the most recent numbers assigned (the highest numbers); therefore, the most active part of the file is closest to the working area. (This can also become a disadvantage if the file becomes too active, for file clerks would be in each others way.) ■

Another advantage to be found in a Serial or Serial Unit Numbered file system is that inactive records can be removed to another area more readily when filed in numerical order. ■

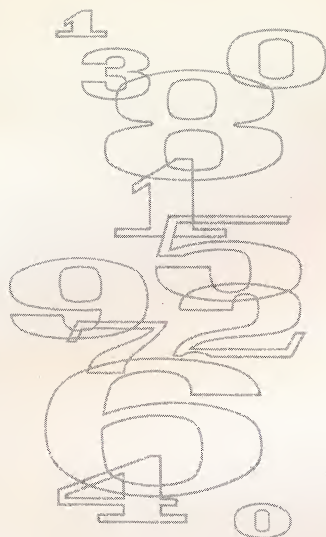
2. **TERMINAL DIGIT FILING** — Terminal Digit filing is ideal for large, active open shelf file rooms. In Terminal Digit filing the file room is divided into 100 sections. The file number is divided into two digit segments and filed by the terminal, or last two digits of the number, sometimes called the primary digits. ■

For example, number 453268 would appear as 45-32-68. The first sort of the file would be by the first number of the terminal digits; that is, 6; the second sort would be by the second number of the terminal digits; that is, 8; the third sort would be by the first number of the middle or secondary digits; that is, 3. ■

Because there are only 100 possible combinations of any two-number group (00 to 99), each sort of the file

gives us 10% of the previous sort. In the example above, the **6** in 68 would represent 10% of the filing area; the **8** — 1%; and the **3** in 32 — $\frac{1}{10}$ of 1%. This final group of folders would be brought to the file area and put in numerical order by the last number of the middle digits. If there were several folders with the same last number in the middle digits, these folders would be placed in straight numerical order according to the tertiary digits (left of the middle digits). In our example, file number 45-32-68 would be located between 44-32-68 and 46-32-68. ■

Among the many advantages of Terminal Digit filing is the fact that it spreads the work load evenly throughout the entire filing area. Each middle digit section repeats within each Terminal Digit section. Therefore, knowing the sequence of folders in one section means knowing the complete file. Also, after determining the total available shelf space, ample space for expansion in each of the 100 sections can be determined initially, thus eliminating the need for shifting and rearranging file sections all at once. Inactive folders can be removed as each section is filled. This will occur at different times since some folders will have more material in them than others, thus causing some shelves to fill up faster than others. ■



HOW COLOR-FILE APPLIES TO FILING SYSTEMS

1. STRAIGHT NUMERICAL

FILING — At right, ten colors are listed to correspond with the ten basic digits — 0 to 9. 10,000 folders would be color-coded in straight numerical filing order as follows: Folders 0000 to 0999 would have a red band of color on the outside right edge of the folder. Folders 1000 to 1999 would have grey in this position; folders 2000 to 2999 — blue; and so on through 9999. The color appearing in this first position on the folders allows one to visually break the file down into ten sections of 1000 folders each or 10% of the file. The color appearing in the second position would allow one to locate 1% of the file or 100 folders. For example, red-blue would be 0200 to 0299. In this example two colors per folder would probably be sufficient as it would be relatively easy to search through 100 folders for a particular number. However, this could be broken down to 10 folders with a color in the third position and the exact folder could be pinpointed with a color in the fourth position.

0	5
1	6
2	7
3	8
4	9



The group of fanned out folders shows the transition between 100's in a total file of 100,000 (i.e. only 100 folders in the entire file could have the above red, yellow, grey sequence).

2. TERMINAL DIGIT FILING — The color principle applied in straight numerical filing applies just as well to Terminal Digit filing. One of ten colors is applied to each group of terminal digits. For example: Terminal Digit Folders ending in **30 to 39** would have an orange color band in the top position of the folders as illustrated. The same 10 colors would be repeated in the middle position and would correspond to the last number of the terminal digits. Terminal digit 30 would be orange in the top position but red in the middle position, terminal digit 31 would be orange in the top position but grey in the middle position, etc. The same 10 colors would again be printed in the bottom position of the folder and would correspond to the first number of the middle digits.

A folder with the middle digits **20 to 29** would have a blue printed band of color in the bottom position of the folder. Any combination of three colors would encompass $\frac{1}{10}$ of 1% of the total number of folders. For example: There are only 30 orange-red-blue folders out of 30,000 folders and all would be filed together in the same section.

Half of the problems in any filing system occur in sorting and refiling, plus locating lost folders. Color coding solves this problem.

The other half of the problem is in the pulling of records by number. Ames Color-File solves this by the manner in which the folders are pre-numbered. Many of the Ames Color-File Systems provide folders which are pre-numbered in the same manner as guides (i.e. in three sets of numerals of 2 digits each — as illustrated). These digits are pre-numbered on the outside doubled-over edge of the folder for maximum visibility. The tedious procedure of pulling and fanning-out a large group of folders to facilitate the reading of numbers is eliminated. In most cases the numbers can easily be seen without resorting to thumbing through them. This naturally saves the folders from the wear and tear which results from constant pulling and fanning.





Color-File Folders are printed
in distinct and brilliant colors.
Numbers are printed guide
style on right hand vertical
edge for instant recognition.



MES COLOR-FILE CORPORATION

21 VINE STREET • SOMERVILLE, MASS.

- ☐ Please send samples. We are interested in a quotation on COLOR-FILE folders.
- ☐ Please have your representative call for appointment.
- ☐ Send us a free sample and prices on _____ quantity of charge-out guides.

Name _____ Title _____

Institution _____

Address _____

City _____ State _____

Area Code _____ Tel. No. _____ Ext. _____



How **COLOR-FILE** Can Work For You.

The Ames Color File System can be applied to alphabetical, numerical, terminal, and middle digit filing systems. Significant savings in time and excess folders as well as a marked increase in efficiency becomes immediately apparent to the file room administrator.

Each Ames System is custom designed and printed to suit your individual needs. Our trained filing specialists are prepared to study and evaluate your file rooms and recommend the Ames System which will best serve you.

Return the postage paid card below for information on the complete range of Ames Color-File services.



BLACK PRESSBOARD OUT-GUIDES. Ask about our black pressboard charge-out guides for efficient shelf filing. Made from 30 point black lacquered pressboard with a 10 point vinyl pocket attached with 8 eyelets to hold a 3" x 5" card. Guaranteed to last. Size: 3 $\frac{3}{8}$ " x 14".

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PERMIT No. 3655
(Sec. 510, P.L. & R.)
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MASS.

BUSINESS REPLY MAIL

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Postage will be paid by



AMES COLOR-FILE CORPORATION
21 VINE STREET
SOMERVILLE 43, MASS.



PRICE LIST

AMES COLOR-FILE STANDARD COLOR CODED FOLDERS

SIZE: 9-9/16 X 12-1/8" overall, 9-9/16" high front, 7/8" double top back,
1-1/2" double side edge, 11-5/8" wide front.

STOCK: #150 lb. - 11 pt. RIEGEL'S CAROLINA TAG.

GRAIN: Vertical

ATTACHMENTS: one 2" capacity "H" style fastener attached in #1, #5, or
#6 position.

COLOR-CODING: Ten colors in three positions for terminal digit of Numerical
Filing.

PRINTING: Black ink to copy - face of folder.

COLOR DESIGNATION:

0 - RED	5 - BLACK
1 - GREY	6 - YELLOW
2 - BLUE	7 - BROWN
3 - ORANGE	8 - PINK
4 - PURPLE	9 - GREEN

PRICES: PRENUMBERED FOLDERS:

10M	-----	\$108.00/M
20M	-----	103.00/M
30M	-----	99.00/M
40M	-----	98.00/M
50M	-----	97.00/M
100M	-----	96.00/M

UNNUMBERED FOLDERS:

Printed ten colors three positions,
Printed black to copy face of folder
Deduct \$3.00/M from above prices.

NO FASTENERS: DEDUCT \$28.00/M from above prices

ADDITIONAL FASTENERS: ADD \$28.00/M to the above prices.

ALL PRICES F. O. B. SOMERVILLE, MASS.

DELIVERY: Approximately two months from receipt of order.

AMES COLOR-FILE CORPORATION
21 VINE STREET
SOMERVILLE, MASS. 02143

ST. JOSEPH'S INFIRMARY

Do Not Remove From Hospital

RECORDS MUST BE AVAILABLE FOR
PATIENT CARE AT ALL TIMES

PLEASE OBSERVE THE FOLLOWING:

1. RECORDS MAY NOT BE REMOVED FROM THE HOSPITAL.
2. RETURN RECORDS PROMPTLY TO THE MEDICAL RECORD DEPT.
3. WHEN OBTAINING RECORD GIVE RECORD ROOM FULL IDENTIFICATION (NAME, TELEPHONE NUMBER & LOCATION) OF PERSON WHO WILL HAVE POSSESSION.
4. RECORDS MUST BE VISIBLY AVAILABLE AT ALL TIMES. DO NOT LEAVE RECORDS IN DRAWERS, CABINETS, BRIEFCASES, ETC.

INFORMATION IN THIS RECORD IS CONFIDENTIAL

refer inquiries for medical information to Medical
Record Librarians, Hospital Administration,
or Responsible Physician.

PATIENT'S NAME

FIRST

MIDDLE

LAST NAME

1965	
1966	
1967	
1968	
1969	
1970	
1971	
1972	
1973	
1974	
1975	
1976	
1977	
1978	
1979	
1980	
1981	

31

54

25